

ACCESS, LOGIN AND NAVIGATION

LOGIN AND PASSWORD

The CM/ECF Live login will not be assigned until you have complied with this Court's requirements to demonstrate knowledge of CM/ECF. You are invited and encouraged to attend training conducted by the Clerk's Office. Once you have satisfied this Court's training and testing requirements you will be notified that your Live CM/ECF account is activated. You must notify the Clerk's Office when testing requirements have been completed/submitted, so they can be reviewed.

Accessing the CM/ECF System and Logging In

To get to the Court's **CM/ECF Live** database, go to:
www.gamb.uscourts.gov; then click on "The court's Live CM/ECF System"

To get to the Court's **CM/ECF Training** database, go to:
www.gamb.uscourts.gov; then click on "CM/ECF Information", then click on "The Court's CM/ECF Training System"

TIP: Before logging into the CM/ECF Live or CM/ECF Train database, read the screen for any important messages or updates.

There are two databases available to CM/ECF Participants:

- ▶ The **CM/ECF Train** database is used to practice in a safe environment and to complete any court required homework.
- ▶ The **CM/ECF Live** database is used to file new cases and documents with the court.

Forgot Your ECF Login or Password?

Contact the ECF Help Desk: (478) 752-3506, ext 3503

Changing Your ECF Login or Password:

STEP 1 Click on the Utilities category.

STEP 2 Click on **Maintain Your ECF Account**.

- STEP 3** Click “**More User Information**” button.
- STEP 4** Change Login and/or Password.
- STEP 5** Click “**Submit**” button.
- STEP 6** Click “**Submit**” button once more.
- STEP 7** Wait for a message advising your update was successful.

PACER

You will need a PACER account in order to view docket reports, claims registers, creditor matrices, and other reports in ECF. Login to PACER by entering your login and password in lower case. You do not need to enter a client code. The client code field can be utilized to reflect the client on whose behalf PACER charges were incurred.

NOTE: If you do not have a PACER account, apply for one at:

www.pacer.psc.uscourts.gov

If you have a PACER account, link it to ECF as follows:

- STEP 1** Click on the **Reports** category.
- STEP 2** Select any menu option (e.g. Docket Report).
- STEP 3** You will be presented with a PACER login screen.
- ▶ Enter your PACER login and password.
 - ▶ Click **Make this my default PACER login**. In the future, you will not need to enter the PACER information in order to view a report.

To change your PACER account:

- STEP 1** Click on the Utilities category.
- STEP 2** Click on **Change Your PACER Login**.
- STEP 3** Enter your new PACER login and password.
- STEP 4** Click **Make this my default PACER login**.

AVOID PROBLEMS BY CLEARING YOUR CACHE

Pages you view on the Internet (including ECF Screens and documents) are stored in temporary files for quick viewing. If these temporary files are not deleted on a regular basis, they can create problems including the opening of a second window within ECF when a menu option is selected, the inability to use the backspace and delete keys, and the display of old versions of updated documents. You can tell that you are having cache related problems when one of the aforementioned problems occurs or when an ECF menu category (e.g. Bankruptcy) remains outlined even though you have selected another menu category (e.g. Reports). Therefore, it is recommended that you regularly clear your Internet browser cache and the temporary storage area on your hard drive. You may want to confer with your information technology resource person about the best way to accomplish this.

Clearing your cache and cookies in Internet Explorer

- STEP 1** On the menu bar at the top of the screen, click **Tools** and select **Internet Options**.
- STEP 2** On the **General** tab, click on **Delete Files**.

[NOTE: You are only deleting TEMPORARY FILES of the pages you have viewed using the browser!]
- STEP 3** Click **OK**.
- STEP 4** While at this same window, click on **Delete Cookies**
- STEP 5** Click **OK**.

Clearing your cache in Netscape Navigator

- STEP 1** On the menu bar at the top of the screen, click **Edit** and select **Preferences**.
- STEP 2** Click **Advanced**.
- STEP 3** Click **Cache**.
- STEP 4** Click **Clear Memory Cache**.
- STEP 5** Click **OK**.

NAVIGATION

Use your mouse or <Tab> to move from field to field. To go back a field, use your mouse or <Shift><Tab>.

When filing a document, use the *[Back]* button cautiously. In certain situations, *[Back]* will let you go back one or more screens to correct information. When you go forward again, you must re-enter any required information (ECF will not “remember” it). In other situations, using *[Back]* will result in a white screen and a warning message. In these situations, try clicking *[Back]* again.

After viewing a document from ECF, always use *[Back]* to return to ECF. Clicking on a heading (Bankruptcy, Adversary, etc.) from the document display screen will introduce navigation problems, including the opening of an extra window and problems with the <backspace> and <delete> keys. If these problems begin to occur, clear your cache as described in “Avoid Problems By Clearing Your Cache”.